

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.

M-47

Page 1 of 1

Agency

CITY OF ROCKVILLE

Division/Unit

CITY MANAGER'S OFFICE/Administration

Item No	Description	Retention
1.	CORRESPONDENCE AND SUBJECT FILES This series includes correspondence, from city, county and state officials, private citizens, businesses, departmental memoranda and reports.	RETAIN NON-PERMANENT FILES IN OFFICE FOR FOUR YEARS THEN DESTROY. ITEMS OF HISTORICAL VALUE SHOULD BE RETAINED PERMANENTLY.*
2.	SERVICE REQUEST SYSTEM FILES This series contains complaints, correspondence, response cards and the manual which explains the operation of the service request system.	RETAIN COMPLAINTS, CORRESPONDENCE AND RESPONSE CARDS FOR THREE YEARS AFTER THE COMPLAINT HAS BEEN RESOLVED THEN DESTROY. RETAIN MANUAL UNTIL SUPERSEDED.
3.	F.Y.I REPORTS FYI (For Your Information) is a weekly newsletter that is prepared by the City Manager's Office and circulated to all directors.	PERMANENT*

* Periodically transfer to Maryland State Archives.

Approved by Department, Agency, or Division Representative.

Date

3/8/93

Signature

Bruce Romer

Type Name

City Manager

Title

Schedule Authorized by State Archivist.

Date

MAR 30 1993

Signature

Edward C. Papenfuss

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 3

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Manager's Office

3. UNIT

Administration

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Correspondence and Subject Files

5. EARLIEST YEAR/LATEST YEAR

1969 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series includes correspondence from city, county and state officials, private
citizens, businesses, departmental memoranda and reports.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☒ OTHER(SPECIFY)
cubic feet

23.5
NUMBER

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☒ OTHER(SPECIFY) cubic ft.

0.5
NUMBER

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 4
NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

City Manager's Office
111 Maryland Avenue, 3rd Floor
Rockville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain non-permanent files in office for
four years then destroy. Items of historical
value should be retained permanently.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones
Elections Clerk/Records Manager

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

March 4, 1993

INSTRUCTIONS--TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORD SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE
(DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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AGENCY RECORDS INVENTORY

PAGE 2 OF 3

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Manager's Office

3. UNIT

Administration

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Service Request System Files

5. EARLIEST YEAR/LATEST YEAR

1989 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains complaints, correspondence, response cards and the manual which
explains the operation of the service request system.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☒ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER _____

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER _____

11. FILE IS USED

- ☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER _____ ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

City Manager's Office
111 Maryland Avenue, 3rd Floor
Rockville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain complaints, correspondence and
response cards for three years after the
complaint has been resolved then destroy.
Retain manual until superseded.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones
Elections Clerk/Records Manager

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

March 4, 1993

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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AGENCY RECORDS INVENTORY

PAGE 3 OF 3

1. DEPARTMENT/AGENCY

City of Rockville

2. DIVISION

City Manager's Office

3. UNIT

Administration

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

F.Y.I. Reports

5. EARLIEST YEAR/LATEST YEAR

1988 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

FYI (For Your Information) is a weekly newsletter that is prepared by the City Manager's Office and circulated to all directors.

7. RECORD SERIES FORMAT(S)

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☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☐ ALPHABETICAL
☐ NUMERICAL
☒ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

9. VOLUME

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☒ OTHER(SPECIFY)
cubic feet
2.0
NUMBER

10. ANNUAL ACCUMULATION

- ☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)
NUMBER

11. FILE IS USED

- ☐ DAILY ☒ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

City Manager's Office
111 Maryland Avenue, 3rd Floor
Rockville MD

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☒ YES ☐ NO

18. RECOMMENDED RETENTION

Retain permanently. Periodically transfer to Maryland State Archives.

19. NAME AND TITLE OF PREPARER

Carolyn Barnett-Jones
Elections Clerk/Records Manager

20. TELEPHONE NUMBER

(301) 309-3314

21. DATE

March 4, 1993